



Arkansas Department of Community Correction

Two Union National Plaza Building

105 West Capitol, 2nd Floor

Little Rock, Arkansas 72201-5731

(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE: 10-04 RECRUITING AND HIRING

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: DAVID EBERHARD, DIRECTOR

SUPERSEDES: AD 09-10

Page 1

APPROVED: Signature on File

EFFECTIVE: April 30, 2010

- I. APPLICABILITY.** This policy applies to DCC employees and applicants for classified positions.
- II. POLICY.** DCC policy is to recruit, select, and employ qualified persons with the character and record of conduct and experience consistent with the agency policies, philosophy and mission. Selection will be nondiscriminatory and based on applicant qualifications, background investigations, interview(s), other job related criteria, and the needs of the DCC. It is an employee's responsibility to maintain position eligibility e.g., certifications and professional licensure

Nothing contained in DCC policies, handbooks, applications, or other documents, or the granting of any interview or the placement in a probationary status or any other administrative act, creates a contract between an individual and DCC for either employment or the provision of benefits. The DCC does not guarantee continued employment for any specific period of time and employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the DCC or the employee.

III. DEFINITIONS.

- A. Conditional Offer of Employment.** An offer of employment conditioned upon an applicant meeting certain job-related requirements prior to hire and/or during the probationary period.
- B. Constitutional Officer.** Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, and Auditor of State.

- C. Convictions.** A conviction shall include a guilty plea, plea of nolo contendere, negotiated plea or finding of guilt by a judge or jury.
- D. Direct Threat.** A significant risk of substantial harm to the health or safety of a person.
- E. Discriminatory.** Applicant selection is based on race, color, gender, religion, national origin, age, pregnancy, disability, veteran's status, genetic information or other bias prohibited by law.
- F. Essential Job Functions.** The fundamental (not incidental) duties of a job.
- G. Extra Help.** Positions specifically designated in the agency budget to be filled by temporary employees, who work 1,000 hours or less per year.
- H. Family Members.** The husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.
- I. Hiring Official.** The supervisor with approval authority for hiring, terminating, accepting transfers, and assessing employment related issues for employees in specific positions.
- J. New Hire Probationary Period.** A continuous 12-month period of on-the-job work experience during which a new employee completes conditions for employment and during which the employee and the DCC may evaluate employee suitability in terms of knowledge, skill, ability, character, interest and conduct, and determine whether employment should be continued.
- K. Qualified Individual with a Disability.** An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements for the employment position which such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.
- L. Reasonable Accommodation.** Modifications or adjustments that do not pose an undue hardship on the employer and which enable qualified applicants with disabilities to access the job application process or which enable qualified employees with disabilities to perform the essential functions of the job and to enjoy the same terms, conditions, and privileges of employment that are available to persons without disabilities.
- M. Rehire.** A rehire is a former employee who left state service.
- N. Terms, Conditions, and Privileges of Employment.** Terms, conditions, and privileges of employment include, but are not limited to recruitment, selection, placement, and hiring; salary and compensation; benefits, holidays, leave, and work hours; promotion and advancement; staff development, retirement, resignation, and termination.
- O. Undue Hardship.** Significant difficulty or expense.

IV. MINIMUM EMPLOYMENT STANDARDS.

A. General Requirements. DCC employees shall meet the minimum qualifications for their jobs, be able to perform the essential functions of the job, be fingerprinted, receive favorable background investigations, and successfully complete training requirements and any applicable probationary periods.

1. State law requires each applicant to submit the Arkansas Statement of Selective Service Status (form OPM-023), sworn or affirmed under penalty of perjury, that he or she is registered with the selective service system or is exempted from such registration. Applicants not properly registered or exempted from the draft shall not be considered for employment.
2. Applicants must sign and submit the Human Resources Section (HRS) Notification of Direct Deposit document and the Mandatory Contributions to the Retirement Plans Acknowledgement at the time of the interview.
3. Employees are subject to substance abuse testing.
4. DCC positions require at least a high school diploma or equivalent. A copy of the applicant's transcript, high school diploma or GED certificate (whichever is specified for the position) is required at the time of interview or soon thereafter but before employment with DCC.

B. Reasonable Accommodations in Employment. (4-ACRS-7E-03; 3-3051; 2-CO-1C-09-1)

1. Upon request, the DCC will make reasonable accommodation(s) for the known physical and/or mental impairment of a qualified employee or applicant with a disability so that he/she may enjoy the same access to the employment application processes, terms, conditions, and privileges of employment that are available to a person without disabilities unless doing so imposes a direct threat. Supervisors who have an applicant or employee request reasonable accommodation should immediately contact the HRS Administrator (HRSA) to facilitate accommodation determination.
2. If a supervisor observes a qualified employee with a known disability having apparent difficulty in the performance of the essential functions of the job, he/she may inquire of the employee as to whether accommodation is needed. Otherwise, a supervisor or other hiring official shall not inquire into apparent or unknown physical or mental disabilities.
3. Qualified applicants and employees with a disability may make requests for accommodation for physical and/or mental impairments to the HRS Administrator, who will, in good faith, make every effort to facilitate (in coordination with the agency legal counsel and appropriate deputy or Chief Deputy Director) a determination of reasonable accommodation necessary to enable the employee to perform the essential functions of the job. The HRS Administrator will solicit a written recommendation, justification, and information relative to the expense through the supervisory chain to the Director for review and approval, prior to responding to the request.

4. Because of the physical demands associated with working in a corrections setting, an applicant for a position assigned to the Parole/Probation or Residential Services Division will complete a questionnaire regarding his/her ability (with or without accommodation) to perform the essential functions of the job sought and obtain a physician's signature for confirmation. All Essential Job Function Questionnaires (Form 17, 18, 19 or 21) must be completed by the applicant only after a conditional offer of employment is made.

C. Special Requirements. In addition to meeting the job qualifications and general requirements above, the following special requirements must be met:

1. Parole/Probation Officer (PPO) Positions. Bachelor's degrees must be from 4-year colleges or universities that are accredited by organizations recognized by the U.S. Department of Education, and must meet the minimum qualifications specified in the Office of Personnel Management position class specifications. (3-3049) The degree must be in a related field as follows: sociology, social work, social behavior science, rehabilitation science, rehabilitation counseling, political science, criminal justice, psychology, public or business administration, management, (including accounting), history, education, counseling, social work, social behavioral science an acceptable alternative area of study or other human behavior fields. A physical examination is also required. (3-3059) A PPO shall complete the law enforcement certification requirements within 12 months of the hire date as set forth in the Commission on Law Enforcement Standards and Training (CLEST) rules and regulations manual. Residence is required in the area where employed.
2. Residential Services Positions. Hire selections for residential services positions requiring frequent contact with residents must provide a Department of Health Certificate of Health documenting Tuberculosis (TB) screening, successfully complete a health screening, and successfully complete DCC training. Screens for TB will be conducted initially and annually thereafter.
3. All DCC Hire Selections. All applicants selected for DCC employment must be of good character as determined through such methods as interviews, reference and criminal history checks, mock presentations or writings.
4. Employees Who Use Vehicles for Conducting State Business. DCC employees in security and PPO positions, positions assigned State vehicles, and employees who use a personal or State vehicle to conduct State business, are required to have valid driver's licenses and meet the Vehicle Safety Program guidelines for driving a state vehicle (4-ACRS-1B-03).
5. Treatment Staff. A person hired in a treatment position (advisor or above) must at a minimum be a Certified Alcohol and Drug Counselor, (CADC), Certified Co-occurring Disorders Professional (CCDP), or a Counselor in Training (CIT) within the initial 30 days of employment with DCC. A CIT must test for certification as a CADC or CCDP within six months of becoming eligible to test and pass the test within two years of

becoming eligible to test. Supervisory treatment staff must be a Certified Clinical Supervisor (CCS) or must test for certification and pass the certification test within two years of being hired as a CCS.

Upon obtaining certification, the employee must submit a TR1 form, and a copy of the exam payment receipt to his/her supervisor for processing reimbursement of the exam fee only if the employee obtained a passing score within the established time limit. The supervisor must forward copies of the certificate to the employee's personnel file. The Human Resources Administrator will process the authorized salary increase provided funds are available. Salary increases and fee reimbursement are applicable only to the one certification CADC or the CCDP by a Treatment Services staff.

An employee who fails to obtain certification does not meet the requirements of the job and will be terminated from that position. (4-ACRS-7B-02)

6. Training Staff. All staff employed as DCC training representatives must have or be eligible for CLEST certification as a law enforcement instructor.
7. Positions Requiring Commercial Driver Licenses. Applicants for positions requiring a CDL must authorize DCC to contact the Arkansas Office of Driver Services regarding past positive alcohol and/or drug tests. Applicants with a history of a positive test must submit documentation of completing a treatment program or an educational program prescribed by a substance abuse counselor.

D. Avoiding Conflicts of Interest.

1. Constitutional Officers (CO) and Their Spouses. DCC will not hire a CO serving in an elected office. Spouses of COs may be hired by DCC only with prior approval from the Legislature and the Governor. Former COs cannot be hired into a job created or which had a salary enhancement of more than 15% by legislation enacted in the two-year period immediately preceding the conclusion of the CO's term in office. The continued employment of a DCC employee who becomes a CO or a spouse of a CO will be in accordance with Arkansas Code Ann. §21-1-402. Upon notification from the hiring official, DCC HRS will notify the State Chief Fiscal Officer, the Governor, and the Legislative Council of the hiring of any former CO.
2. Employment of Family Members. Hiring officials may not hire, promote or demote a person into a position supervising or being supervised by a member of his/her family, working with or having access to sensitive confidential information regarding other family members, or where there is a conflict of interest. If employees become related after employment and a conflict of interest or supervision results, or if a reorganization creates such conflicts, up to 30 calendar days may be allowed to resolve the matter. If a resolution is not reached, the hiring official, with approval of the appropriate Deputy Director, may require one of the employees to transfer or resign immediately following the 30 calendar day allowance.

V. GUIDELINES. DCC will use various announcements and competitive processes to attract, hire and retain qualified applicants and encourage the professional advancement of experienced and qualified DCC staff. In accordance with Governor's Policy Directive #8, the DCC HRS Administrator shall ensure use of the Arkansas Government Jobs Website of the Arkansas Department of Workforce Services to advertise all job vacancies for classified positions, as defined by Ark. Code Ann. §21-5-201 et seq. Additionally, job advertisements will affirm that DCC is an equal opportunity, at-will, drug and smoke-free criminal justice agency. Employees will be subjected to drug and/or alcohol testing and undergo background investigations.

A. Veteran's Preference. The State Veteran's Preference Law confers preference in employment for certain veterans (or their widows, widowers and spouses) provided they meet "substantially equal qualifications." HRS will, through a pre-screening process, identify applicants who have properly claimed a veteran's preference and so indicate on the application that is forwarded to the hiring official. Eligible veterans (or their eligible surviving spouses) will receive a preference by the addition of 5% or 10% (depending upon which section of the Veteran's Preference Law is applicable) of their total possible interview score to their actual interview score. HRS will indicate on each application which candidate qualifies for the preference points. If any questions arise regarding the Veterans Preference Law, staff should contact HRS or the agency's legal counsel.

B. Interview Committees. Interviews will be conducted by a committee. Hiring officials should strive for one which reflects the agency demographics as much as possible. When possible, at least 2 qualified candidates should be interviewed.

C. Promotions.

1. DCC employees may compete for subsequent promotion within the agency using the State application to apply for a higher graded job (3-3056). Reference checks for promotion applicants may be limited to internal checks. Criminal history checks will be conducted. (3-3055) Upon change to a higher grade, an employee's salary shall be increased by an appropriate percentage in accordance with OPM guidelines.

2. Parole/Probation Officer I to II and II to Parole/Probation Agent promotions are addressed in the Parole/Probation Services manual.

D. Selection Criteria. The hiring official makes the initial recommendation for hire based on information furnished by the applicant, applicant interview response, work and/or character reference and ACIC/NCIC checks, and an assessment of knowledge, skills, and abilities (KSAs). Persons applying for rehire will be evaluated on the same basis as other applicants including past job performance and the circumstances surrounding termination of previous DCC employment. The final basis for selection will include background investigation, physical and psychological exams (when appropriate), information provided in the application process, interview response, and in compliance with legal, budgetary, and regulatory requirements. Consequently, the applicant with the highest interview score will not necessarily be the applicant hired for the position. (4-ACRS-7B-04; 3-3055, 3-3058; 2-CO-1C-13)

E. Special Programs/Initiatives. When consistent with the DCC mission and acceptable human resources practices, DCC may hire or engage the services of non-employees based on its participation in special programs/initiatives.

1. Employment of Minors. DCC Employees must have graduated from High School. However, students or others who are at least 16 years old may be hired for extra-help positions under special conditions and when approved by the appropriate Deputy Director. Some restrictions may also apply regarding employing minors in sensitive security areas. Minors shall be paid at least the federal minimum wage. A minor must have a valid work permit, certificate of high school proficiency or be a high school graduate.
 - a. A minor who is a high school graduate or has a certificate of high school proficiency may work the same hours as an adult.
 - b. A minor who has not graduated or achieved a certificate of high school proficiency may work up to 8 hours per day, 40 hours per week when school is not in session. When school is in session, a minor is limited to working up to 4 hours per day unless written permission is received from school authorities allowing the minor to work up to 8 hours on any day immediately prior to a non-school day.
 - c. Before an offer of employment is made to a minor, the hiring official should consult with the HRSA.
2. Extra-Help. The Department of Community Correction (DCC) will only allow extra help and temporary personnel when justification warrants, funds are available and it is approved by the appropriate Deputy Director.
 - a. The requesting supervisor will submit a request, justification and number of hours to the Director through the established supervisory approval process. Approved requests will be forwarded to the Deputy Director of Administrative Services to determine the availability of funds. When funds are available, the Deputy Director of Administrative Services will forward the approved request to the Human Resources Administrator.
 - b. The Human Resources Administrator will notify the requestor of the availability of an Extra Help position or return the request to the requestor advising that a position(s) is not available.
 - c. Before making an offer of employment for an Extra Help position, the requesting supervisor will interview the applicant, check employment and character references, obtain a favorable ACIC/NCIC check, and if hired, forward the start date and necessary papers (including but not limited to, employment application, employment and/or character checks, NCIC/ACIC results, INS forms, and W-4) to HRS.
 - d. In case of an emergency, the Director may waive any and all of the above steps. In emergencies, personnel may be hired from a temporary employment service using procedures identified by the Deputy Director of Administrative Services and with the Director's approval.

VI. PROCEDURES. Hiring process forms and documents are used for four main purposes: to begin the recruitment and hiring process by submitting the Job Vacancy Request; for the interview process; after the interview to summarize results, check background and document the hire decision; and forms completed by individual who is offered the conditional offer of employment. HRS will process all hiring freeze requests.

A. Job Vacancy Request. When a vacancy occurs, the hiring official must make a request to advertise the position to HRS using Form 2, “Request for Job Vacancy Advertisement.”

B. Receipt of Employment Applications. Any employment application received by DCC will be placed on the applicant log. HRS will maintain an applicant log on all positions except the Residential Supervisor I (RSI) which must be maintained by the CCC to which the position is assigned. A separate completed application is required for each advertised position. All applications must be received in Human Resources on or before the position closing date. Position advertisements will not close on a weekend or a holiday.

C. Advertising/Screening Applicants. Unless authorized to perform these functions locally, the central HRS Office will advertise vacancies, screen applications for completeness and minimum qualifications, and forward them to the hiring officials. Upon request and approval, HRS will provide standardized information for advertisement in the local media.

D. Applicant Interview Process. Hiring officials are responsible for the following:

1. Ensuring appropriate selection of the interview committee.
2. Ensuring the development and use of appropriate interview questions and techniques that support the KSAs, assist in assessing the compatibility of the applicant with the DCC goals, mission and philosophy, and the functional job description.
3. Selecting, scheduling, and notifying applicants of interviews (Sample letter is at Attachment 1).
4. Obtaining interviewee’s signature on required forms, e.g., application, authorization for release of information form, disclosures, certifications, and acknowledgments, and obtaining a copy of the interviewee’s drivers license, social security card, college transcript, and high school diploma or GED certificate, as appropriate.
5. Ensuring documentation of responses to the interview questions.
6. Facilitating and summarizing interview committee ratings (on Form 4, Applicant Recommendation Summary) and submitting them with the Applicant Scoring Forms (Form 3).
7. Checking employment references for the applicant(s) being considered for conditional employment using Form 7, Current and/or Previous Supervisor Questionnaire.
8. Checking character references if (using Form 8, “Character Reference Questionnaire) information obtained from present or former supervisors is inadequate or the applicant has no previous work history. Otherwise, character reference checks are optional.

E. Selection Phase. Following the interviews and at the time a candidate is being considered for conditional employment, the following occurs:

1. Employment, Educational, Personal References. When an applicant has been interviewed and is being considered for employment, references must be obtained from employers in accordance with established guidelines. Permission must be checked on the State application or secured from the applicant on Form 14, "Authorization for Release of Information" before reference checks are made with an applicant's current employer. The goal of 3 job-related references is preferred, with a minimum requirement of one. Use Form 7, "Current and/or Previous Supervisor Questionnaire. Information obtained will be used to assess and identify background consistent with the agency philosophy and mission. If a person being considered for employment has no work history, educational and personal references will be contacted. Character references are optional if employers produce adequate information.
2. The hiring official must select a qualified applicant and complete the appropriate Hire Packet Check-off Sheets for HR and the IAA and refer the hire recommendation and package to the reviewing official for approval. Remember to check CDL required on the hire packet check off sheet if appropriate. The hiring official must ensure all applicants complete the Employee Disclosure and Certifications including employees changing positions within DCC. Submit the HR and IAA packets with Hire Packet Check-off Sheets to the appropriate deputy director who will forward the IAA packet to the IAA.

F. Conduct Background Investigation.

1. A background investigation must be completed by the IAA on each recommended applicant before they are conditionally offered DCC employment. (4-ACRS-7B-05; 2-CO-1C-18) If during the investigation the IAA or hiring official encounters information that indicates a potential connection or involvement with terrorism, the information must be forwarded through the IAA to the Arkansas State Police (ASP) for review by the Joint Fusion Center (the Arkansas Joint Terrorism Task Force). (4-ACRS-7B-05; 2-CO-1C-18).

For applicants for positions requiring a CDL, the IAA shall request information from the Office of Driver Services Commercial Driver Alcohol and Drug Testing Database (CDADTD) and maintain the results 3 years. Knowingly failing to check the CDADTD may result in a \$1,000 penalty and knowingly hiring an employee with a record of a positive drug and/or alcohol test may result in a penalty of \$5,000.

When information has been verified in the background investigation, the IAA will forward the IAA packet to the appropriate deputy director who will sign off and forward the hire packet (including the IAA report) to HRS for processing the selection or by returning the Hire Packet to the Hiring Official.

2. LEO and Residential Supervisor Positions. Applicants and incumbents for certified Law Enforcement Officer (LEO) positions are prohibited by CLEST rules and regulations from having a felony conviction of a crime for which the punishment could have been imprisonment in a federal penitentiary or state prison. Further, a person shall not be employed as a DCC LEO if he or she has a felony or a misdemeanor conviction for domestic violence. DCC also requires applicants for Residential Supervisor positions to meet the above Commission standard on felony convictions except as outlined in Conviction Exceptions, below.
3. Conviction Considerations. The following should be considered in determining whether convictions other than those described in the preceding paragraph are sufficient to refuse employment or discharge from employment.
 - a. the job duties and responsibilities;
 - b. the nature and number of convictions;
 - c. the facts of each conviction;
 - d. the length of time between a conviction and the employment decision;
 - e. rehabilitation efforts; and
 - f. whether the particular conviction would prevent acceptable job performance.
4. Conviction Exceptions. An ex-offender status shall not automatically disqualify an applicant for employment with DCC. Except for LEO applicants, the following will not be considered in making the decision to refuse DCC employment (4-ACRS-7E-05; 3-3052):
 - a. convictions which have been expunged;
 - b. conviction of a misdemeanor if ten years has elapsed since the conviction date and during that time period there have been no arrests or other convictions;
 - c. conviction of a felony in which the period of twenty years has elapsed since the conviction date and, during that time period, there have been no arrests or other convictions.

G. Conditional Offer of Employment Phase.

1. Upon receipt of an approved hire packet and favorable background investigation results, HRS will check the packet for appropriateness and completeness and issue the effective hire date to the appropriate supervisor. A new hire effective date will be no earlier than one pay period after the position is vacated, unless the position is for emergency hire or otherwise authorized to be filled sooner by the Deputy Director.
2. The hiring official must make a written conditional offer of employment upon receipt of a start date from the Human Resources Section (see Attachment 2 for examples). The written conditional offer of employment may be electronic, however, the original signed letter must be provided to HR no later than the first day of employment with DCC. The hiring official will give written notification to the candidates interviewed that the position has been filled by another qualified applicant (see example letter at Attachment 3).

3. Candidates for employment should be informed of any position requirements, such as training, certification, travel requirements/frequency and extended work hours. Designated treatment counseling staff positions must also sign the Acknowledgement of Requirement to Obtain Certification Employment letter. This form must be returned (along with the offer and acceptance letter) on or before the first day of employment.
4. All applicants for Parole/Probation non-law enforcement and Residential Services positions will complete Form 5, "Notice of Correctional Workplace Setting and Employment Disclaimer." After a conditional offer of employment has been made and accepted, Form 17, 18, 19 or 21 "Essential Job Functions..." must be completed and a physician's signature obtained confirming the content of Form 17 and 19. (3-3059; 2-CO-1C-19)
5. Transfer of Compensatory Time and Holidays. The DCC will not accept the transfer of compensatory or holiday time balances accrued at another State agency.
6. Probationary Period. Newly hired employees who have not previously worked for DCC or who have been separated from DCC and rehired must complete a one-year probationary period. Those receiving a promotion, demotion or transfer within DCC must complete a six-month probationary period. Completion of a probationary period does not affect the "at-will" employment status of the employee or create or constitute a contract for employment. In the event of a major illness or other necessity which results in approved, long-term absences from the work place during the probationary period, the period will be extended until such time as the total amount of time on the job reaches the equivalency of 12 months. (3-3057; 2-CO-1C-15)
7. When a conditional offer of employment has been extended and accepted, the completed Essential Job Functions questionnaire must be forwarded with the accepted Conditional Offer and Acceptance Letter to HRS prior to the applicant beginning work. When designated by the Essential Job Functions questionnaire, the questionnaire must be signed by the applicant's physician and returned to HRS prior to the candidate beginning work.

H. Acceptance of Conditional Offer of Employment. When an applicant accepts a conditional offer of employment, the hiring official will take the following actions:

1. Obtain the applicant's signature on the Conditional Offer of Employment and Acceptance Letter, including attachments, by the first day of DCC employment.
2. Schedule the new employee for in processing (issuance of ID cards, fingerprinting, etc.) and orientation with HRS.
3. If the new employee is a LEO, the hiring official must also perform the following:
 - a. Require the applicant to obtain a physical examination (at his or her own expense) using the CLEST Medical Examination Report (form F-2) and Medical History Questionnaire (form F-2a) and have the physician return the original completed form

to the hiring official prior to the start date of DCC employment. The hiring official is responsible for forwarding the original F-2 and F-2a to the IAA. When all other supporting documents for the F-1 are received, the IAA will forward the F-1 to CLEST and maintain a copy on file. (3-3059)

- b. Complete the Department Interview portion of the CLEST Initial Employment Report (form F-1) and sections a, b, h, and i of block 32, have the applicant complete blocks 1 through 31 and sign the form in the presence of a Notary Public.
- c. Submit the partially completed F-1 form to the IAA for completion of the remaining sections of block 32 and verification of a favorable medical and psychological recommendation.
- d. Schedule the administration of the MMPI with a psychologist or psychiatrist and request the results be sent “confidentially” directly to the DCC IAA using CLEST form F-2b. The MMPI must be sent to the IAA within 30 calendar days of the start date. If the F-2b report is sent to the hiring official, the hiring official should immediately forward the report to the IAA. (3-3087-1P)
- e. Have the new employee complete Form 16, “Law Enforcement Code of Ethics,” and submit it to the IAA.

I. Transfers.

Lateral Transfers. A qualified DCC employee who is not on probation for disciplinary or performance reasons may apply for a lateral transfer to a position title and grade that is the same as the employee’s current position (3-3056). The employee must complete and forward the Employee Lateral Transfer Request and the DFA Employee Disclosure/Certification Forms to the Human Resources Administrator. The HRS must receive the request for transfer by close of business on the 5th day of a position advertisement. At the end of the 5 day period, HRS will validate transfer eligibility and forward transfer requests to the hiring official. The hiring official will interview and process his/her hiring decision or request HRS to forward remaining applications for the position. The hiring official will resume the normal interview and selection process. The hiring official is responsible for notifying non-selected candidates referred to them for consideration; HRS will notify all other applicants.

J. Supplemental Forms. The following supplemental forms shall be submitted as appropriate for Law Enforcement Officers.

1. Personnel Change-in-status Report (F-4). This form shall be submitted by the hiring official to the IAA who will forward it to the CLEST, within 10 days of a LEO resignation, dismissal, retirement, death, changing rank, changing his or her name, or other change in status.
2. Personnel Separation Notice (F-4a). The hiring official shall present or mail this form to the LEO employee within 10 days of resignation, retirement, termination or other form of separation. A copy of the form shall be provided to the IAA.

3. Application for Certification of Course (F-5). This form is completed and submitted by the DCC Central Training Section (CTS) to CLEST at least 30 days prior to the start of the LEO certification course.
4. Application for Award of Law Enforcement Officer Certificate (CLEST F-7). The application for a LEO certificate is initiated by the hiring official on the first work day of the employee's anniversary month of employment after all certification requirements have been met. The form is completed by the hiring official and applicant and routed to the IAA to be forwarded to CLEST.
5. Application for Award of Law Enforcement Instructor Certificate (CLEST F-8). This form is used to obtain CLEST certification of instructors to teach LEO courses or subjects. This form is completed by the individual and routed through the supervisor to the IAA to be forwarded to CLEST.
6. Law Enforcement Officer or Instructor Certificates. When received in response to the CLEST F-7 or CLEST F-8 application, the original certificate will be mailed to the IAA who maintains a copy in the employee's law enforcement file and who then forwards a copy to the Central Training Section. The original is sent to the hiring official who should copy the certificate for their supervisory file and present the original to the officer.

VIII. ATTACHMENTS

Attachment 1 Notice to Applicants Selected for Interview (Sample Letter)

Conditional Offers of Employment/Non-Selection
(Sample Letters):

Attachment 2a	Law Enforcement Officers (2 pages)
Attachment 2b	All Levels of Security at Residential Centers (2 pages)
Attachment 2c	Non-Security and Non-Law Enforcement Positions (2 pages)
Attachment 3	Notification of Non-Selection

Form 1A Hire Package Check-Off Sheet to Human Resources
for Administrative Personnel

Form 1B Hire Package Check-Off Sheet to Human Resources
for Parole/Probation Officer

Form 1C Hire Package Check-Off Sheet to Human Resources
for Residential Services Security Personnel

Form 1D Hire Package Check-Off Sheet to Internal Affairs
for Administrative Personnel

Form 1E Hire Package Check-Off Sheet to Internal Affairs
for Parole/Probation Officer

Form 1F Hire Package Check-Off Sheet to Internal Affairs
for Residential Services Personnel

- Form 2 Request for Job Vacancy Advertisement
- Form 3 Applicant Scoring (2 pages)
- Form 4 Applicant Recommendation Summary
- Form 5 Notice of Corrections Workplace Setting, Applicant/Worker Substance Abuse Testing and Employment Disclaimer
- Form 6 Qualification Inquiry
- Form 7 Current and/or Previous Supervisor Questionnaire
- Form 8 Character Reference Questionnaire
- Form 11 Notice to Applicant for Parole/Probation Officer Positions
- Form 12 Notice to Applicant for Residential Supervision Positions
- Form 13 Compensatory Time-Off Agreement
- Form 14 Authorization for Release of Information
- Form 15 Request for Lateral Transfer (2 pages)
- Form 16 Law Enforcement Code of Ethics
- Form 17 Essential Job Functions – Parole/Probation and Residential Services Administrative Positions
- Form 18 Essential Job Functions - Parole/Probation Officers I & II /Managers
- Form 19 Essential Job Functions - Residential Supervisors (2 pages)
- Form 20 Mandatory Contribution to the Retirement Plan Acknowledgement
- Form 21 Essential Job Functions Questionnaire Central Office

Office of Personnel Management (OPM) forms used in conjunction with this policy are:

- OPM Form 236-A Mandatory Direct Deposit Notification
- OPM Form 023 Statement of Selective Service Status

Arkansas Commission on Law Enforcement Standards and Training (CLEST) forms used are:

CLEST Forms F1, F4, F5, F6, F7 and F8 are located at www.arkchiefs.org

- CLEST F-1 Initial Employment Report (ref. page 12)
- CLEST F-2 Medical Examination Report (ref. page 12)
- CLEST F-2a Medical History Questionnaire (ref. page 12)
- CLEST F-2b Confirmation of Psychological Evaluation (ref. page 12)
- CLEST F-3 State of Arkansas Commission on Law Enforcement Standards and Training Personal History Statement
- CLEST F-4 Personnel Change in Status Report (ref. page 13)
- CLEST F-4a Personnel Separation Notice (ref. page 13)
- CLEST F-5 Application for Certification of Course (ref. page 13)
- CLEST F-6 Notice of Course Completion
- CLEST F-7 Application for Award of Law Enforcement Officer Certificate (p. 13)
- CLEST F-8 Application for Award of Law Enforcement Instructor Certificate (p 13)

Arkansas Dept. of Finance & Administration (DFA)

[Disclosure of Employment of Family Members forms](#) are available on the Department of Finance and Administration: Human Resources website

NOTICE TO APPLICANTS SELECTED FOR INTERVIEW

Instructions: Hiring officials may use this example form letter to notify applicants of their selection for interview, the interview date and place, and request applicants to complete enclosed forms or be prepared to do so at the interview. The hiring official may choose to schedule the interview by phone and follow-up with this letter and enclosures.

Note, Print your letter on letterhead stationary.

Arkansas Department of Community Correction
(Appropriate Office Address)
(City State Zip)

(Date)
(Applicant's Name)
(Address)
(City State Zip)

Dear *(Applicant's Name)*:

You have been selected to interview for the *(position title)* position at the Department of Community Correction, *(office)* . You are scheduled for an interview on *(date)* at *(location)* . Please contact my office at *(phone number)* to coordinate the time of your interview. Directions to the interview location are as follows: *(directions)* .

Please read, complete and sign the enclosed forms and bring them to the interview or be prepared to complete the forms immediately following the interview.

Thank you for your interest in employment opportunities with this agency and best wishes.

Sincerely,

Jane X
 Parole/Probation Manager

- Attachments:
1. Statement of Selective Service Status (OPM Form 023)
 2. Notice of Correctional Workplace Setting, Notice of Applicant and Employee Substance Abuse Testing and Employment Disclaimer (Form 5)
 3. DCC Qualification Inquiry *(list this attachment only for LEO applicants)* (Form 6)
 4. DF&A Forms F-3 through F-8, Employee Disclosure/Certification Forms *(if not submitted with application)*
 5. Mandatory Direct Deposit and Retirement Plan Contribution Forms (OPM 236-A)

**Arkansas Department of Community Correction
CONDITIONAL OFFER OF EMPLOYMENT & ACCEPTANCE LETTER
LAW ENFORCEMENT OFFICERS**

Note, Print your letter on letterhead stationary.

(Date)

(Applicant's Name)

(Address)

(City State Zip)

Dear (Applicant's Name):

Please accept this letter as a conditional offer of employment for the position of Parole/Probation Officer with the Arkansas Department of Community Correction (DCC).

The DCC requires as a qualification standard, that an individual not pose a direct threat to the health and safety of himself/herself or others. The conditional offer of employment with the DCC means that you met the requirements of the job up to this point and will be employed provided the results of the remaining criteria are satisfactorily met.

Your employment is **also** conditioned upon satisfaction of the Law Enforcement Certification requirements set forth in the Arkansas Executive Commission on Law Enforcement Standards and Training rules and regulations manual (including medical and psychological requirements), a favorable background investigation including character traits, and DCC training and weapons qualification requirements. There will be a one year probationary period during which all described conditions must be met. This conditional offer may be withdrawn for violation of employee conduct standards, inability to meet job requirements or background investigation, or pursuant to the at-will employment doctrine.

Please acknowledge acceptance of this conditional offer of employment by signing below and returning this original document, along with signed originals of enclosures to the DCC Human Resources Administrator, Two Union National Plaza, 105 West Capitol, 2nd Floor, Little Rock, AR 72201-5731. Please retain a copy for your records. Also, please complete the enclosed Medical History Questionnaire and have a physician complete the Medical Examination Report (at your expense), as required for law enforcement certification. The physician must return both medical forms (F-2 & F-2a) to me prior to your start date.

NOTE: Before your employment processing begins and the psychological exam related to certification can be scheduled, the Human Resources Administrator must be in receipt of this signed offer and acceptance letter, with enclosures. An effective date of hire will be coordinated with you on completion of a favorable background investigation, including medical and psychological exams.

We are pleased you have chosen employment with the DCC and welcome you to our team.

Sincerely,
(Immediate Supervisor's Name)
(Supervisor's Title)

cc: Employee file

Enclosures: Notice to Applicants for Law Enforcement Positions (Form 11)
 DCC Compensatory Time-Off Agreement (Form 13)
 Medical History Questionnaire (Form CLEST 2a)
 Medical Examination Report (Form CLEST F-2)
 Confirmation of Psychological Evaluation (Form CLEST F-2b)
 Essential Job Function Questionnaire (Form 18)

ACCEPTANCE OF CONDITIONAL OFFER OF EMPLOYMENT

I accept the above position and understand that my employment with the DCC is conditioned upon satisfaction of law enforcement certification requirements, a favorable background investigation including character traits, training, weapons qualification, medical and psychological evaluation, and maintaining personal conduct and behavior standards described by DCC policy titled Code of Ethics and Rules of Conduct. I further understand that failure to satisfy these requirements may result in my immediate dismissal from this position. I also understand that this conditional offer shall not be construed as an employment contract and it does not change my status as an at-will employee of the DCC.

Applicant's Name (Print)

Date

Applicant's Signature

Enclosures: Notice to Applicants for Residential Supervision Positions
DCC Compensatory Time-Off Agreement
Essential Job Function Questionnaire

ACCEPTANCE OF CONDITIONAL OFFER OF EMPLOYMENT

I accept the above position and understand that my employment with DCC is conditioned upon a favorable background investigation including character traits, satisfaction of training, and maintaining personal conduct and behavior standards described by DCC policy titled Code of Ethics and Rules of Conduct. I further understand that failure to satisfy these requirements may result in my immediate dismissal from this position. I also understand that this conditional offer shall not be construed as an employment contract and it does not change my status as an at-will employee of the DCC.

Applicant's Name (Print)

Date

Applicant's Signature

Non-Security and Non-Law Enforcement Positions

(Date)

(City, State, Zip)

Please accept this letter as a conditional offer of employment for the position of

In the _____ office of the Department of Community Correction (DCC),
effective at _____(time) _____(date).

Your employment in this position is conditioned upon a favorable background investigation, satisfactory completion of any required training and your ability to perform the essential functions of the job. There will be a one year probationary period during which all described conditions must be met. The conditional offer may be withdrawn for violation of employee conduct standards, inability to meet job requirements or background investigation or pursuant to the at-will employment doctrine.

The DCC requires as a qualification standard, that an individual not pose a direct threat to the health and safety of himself/herself or others. The conditional offer of employment with the DCC means you met the requirements of the job up to this point and will be employed provided the results of the remaining criteria are satisfactorily met.

Please acknowledge acceptance of this conditional offer of employment by signing below and returning this original document, along with signed originals of enclosures to the Human Resources Administrator, Two Union National Plaza, 105 West Capitol, 2nd Floor, Little Rock, AR 72201-5731. Please retain a copy for your records.

NOTE: Before your employment begins, the Human Resources Office must be in receipt of this signed offer and acceptance letter with enclosures.

We are very pleased you have chosen employment with the Department of Community Correction and welcome you to our staff.

Sincerely,
(Immediate Supervisor's Name)
(Supervisor's Title)

Enclosures: DCC Compensatory Time-Off Agreement
Essential Job Function Questionnaire

ACCEPTANCE OF CONDITIONAL OFFER OF EMPLOYMENT

I accept the above position and understand that my employment with DCC is conditioned upon a favorable background investigation including character traits, satisfaction of training, and maintaining personal conduct and behavior standards described by DCC policy titled Code of Ethics and Rules of Conduct. I further understand that failure to satisfy these requirements may result in my immediate dismissal from this position. I also understand that this conditional offer shall not be construed as an employment contract and it does not change my status as an at-will employee of the DCC.

Applicant's Name (Print)

Date

Applicant's Signature

Treatment Counseling Staff Only:

Acknowledgement of Requirement to Obtain Certification

DCC requires that all persons hired in treatment counseling positions be Certified Alcohol and Drug Counselors (CADC), Certified Co-occurring Disorders Professional (CCDP) or Counselors in Training (CIT) within the initial 30 days of employment with DCC. The CIT must test for certification as a CADC or CCDP within six months of becoming eligible to test and pass the test within two years of becoming eligible to test. Upon becoming certified, employees must present the certification documentation to their supervisors who will forward such certification documents to Human Resources.

Persons hired into a position as a clinical supervisor must be a Certified Clinical Supervisor (CCS) or must test and pass the test as a CCS within two years of being hired as a CCS.

Persons who fail to get a passing score within the two year period no longer meet the essential functions of the job and will be terminated from that position.

I hereby certify that I have read and understand the above requirement.

Applicant's Name (Print)

Date

Applicant's Signature

Note, Print your letter on letterhead stationary.

Department of Community Correction
[Appropriate Office Address]

April 16, 2007

Ms. Jane Doe
4398 West 21st Street
Little Rock, Arkansas 72204

Dear Ms. Doe:

The (*include position title and position #*) ____ position with the Department of Community Correction, for which you have applied, has been filled by the selection of another qualified applicant.

Thank you for your interest in employment opportunities with this agency.

Sincerely,

John Roe
Parole/Probation Manager

cc: DCC Human Resource Office (HRS)

Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET TO HUMAN RESOURCES
FOR ADMINISTRATIVE PERSONNEL

After completing the following for the hiring packet for Administrative Personnel, place the hire packet with this completed form as a cover in a separate envelope marked "Human Resources Confidential" and forward to the HRS Administrator. *Note: All information forwarded to the hiring authority from HR in the interview package to fill this position must be returned to HR before the applicant can be placed on payroll.*

- ☐ All information forwarded to the hiring authority from HR in the interview package
- ☐ **FORM 4** Applicant Recommendation Summary
- ☐ **FORM 7** Current and/or Previous Supervisor Questionnaire
- ☐ **FORM 8** Character Reference Questionnaire
- ☐ ACIC/NCIC Record Check
- ☐ **FORM 14** Authorization for Release of Information
- ☐ Management Information Systems (MIS) Information Form
- ☐ **OPM-023** Statement of Selective Service Form
- ☐ **FORM 3** Applicant Scoring Forms with questions and answers attached
- ☐ **FORM 5** Notice of Corrections Workplace Setting & Employment Disclaimer
- ☐ **DF&A F3-F7** DF&A Employee Disclosure/Certification Forms F-3 through F-8 (*if not submitted with application*)
Note: All applicants who are interviewed must have these forms completed as they apply to the applicant.

- ☐ Copy of : Valid Arkansas Drivers License
- ☐ Copy of: Social Security Card
- ☐ Copy of: Selected Applicant's Final College Transcript, or High School Diploma or GED
- ☐ Conditional Offer of Employment.

To expedite the hiring process, a conditional offer of employment may be made by phone or email provided the conditions are presented to the employee. (See example of the conditional offer of employment letter.) If applicant is available, **make a record of the date and time of the call or include a copy of the email.** If the applicant accepts, have them come in and sign the letter and give them their **Essential Job Functions Questionnaire** with a copy of the job description. If applicant is not available, the forms must be mailed. If applicable, the Essential Job Functions form must be taken to a physician and completed by the employee and the physician. As a reminder: the applicant cannot begin employment until the conditional offer of employment letter containing the applicant's signature has been received by HR.

- ☐ **FORM 21** Essential Job Functions Questionnaire – to be sent with the qualified offer of employment and returned before or on the first day of employment.
- ☐ **FORM 20** Mandatory Contributions to the Retirement Plan Acknowledgment
- ☐ **OPM 236-A** Mandatory Direct Deposit Notification (OPM 236-A)
- ☐ **Attachment 1 Sample Letters** Copy of letters sent to non-selected applicants

Selected Applicant

Position Number

Location

Hiring Official

Date

Reviewing Official

Date

Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET TO HUMAN RESOURCES
FOR PAROLE/PROBATION OFFICERS

After completing the following for the hiring packet for Parole/Probation Officer, place the hire packet with this completed form as a cover in a separate envelope marked "Human Resources Confidential" and forward to the HRS Administrator. *Note: All information forwarded to the hiring authority from HR in the interview package to fill this position must be returned to HR before the applicant can be placed on payroll.*

- ☐ All information forwarded to the hiring authority from HR in the interview package
- ☐ **FORM 4** Applicant Recommendation Summary
- ☐ **FORM 7** Current and/or Previous Supervisor Questionnaire
- ☐ **FORM 8** Character Reference Questionnaire
- ☐ ACIC/NCIC Record Check
- ☐ **FORM 14** Authorization for Release of Information
- ☐ Management Information Systems (MIS) Information Form
- ☐ **OPM-023** Statement of Selective Service Form
- ☐ **FORM 3** Applicant Scoring Forms with questions and answers attached
- ☐ **FORM 5** Notice of Corrections Workplace Setting & Employment Disclaimer
- ☐ **DF&A F3-F7** DF&A Forms F-3 through F-8 Employee Disclosure/Certification Forms

Note: All applicants who are interviewed must have these forms completed as they apply to the applicant.

- ☐ Copy of : Valid Arkansas Drivers License
- ☐ Copy of: Social Security Card
- ☐ Copy of: Selected Applicant's Final College Transcript, or High School Diploma or GED
- ☐ Conditional Offer of Employment.

To expedite the hiring process, a conditional offer of employment may be made by phone or email provided the conditions are presented to the employee. (See example of the conditional offer of employment letter.) If applicant is available, **make a record of the date and time of the call or include a copy of the email.** If the applicant accepts, have them come in and sign the letter and give them their **Essential Job Functions Questionnaire** with a copy of the job description. If applicant is not available, the forms must be mailed. If applicable, the Essential Job Functions form must be taken to a physician and completed by the employee and the physician. As a reminder: the applicant cannot begin employment until the conditional offer of employment letter containing the applicant's signature has been received by HR.

- ☐ **FORM 18** Essential Job Functions Questionnaire – to be sent with the qualified offer of employment and returned before or on the first day of employment.
- ☐ **FORM 11** Notice to Applicants for Law Enforcement Officer (Special Police Personnel) Positions
- ☐ **FORM 20** Mandatory Contributions to the Retirement Plan Acknowledgment
- ☐ **OPM 236-A** Mandatory Direct Deposit Notification
- ☐ **ATTACHMENT 1 – SAMPLE LETTERS** Copy of letters sent to non-selected applicants

Selected Applicant	Position Number	Location
Hiring Official	Date	Reviewing Official
		Date

Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET TO HUMAN RESOURCES
FOR RESIDENTIAL SERVICES SECURITY PERSONNEL

After completing the following for the hiring packet for Residential Services Security Personnel, place the hire packet with this completed form as a cover in a separate envelope marked "Human Resources Confidential" and forward to the HRS Administrator. *Note: All information forwarded to the hiring authority from HR in the interview package to fill this position must be returned to HR before the applicant can be placed on payroll.*

- ☐ All information forwarded to the hiring authority from HR in the interview package
- ☐ **FORM 4** Applicant Recommendation Summary
- ☐ **FORM 7** Current and/or Previous Supervisor Questionnaire
- ☐ **FORM 8** Character Reference Questionnaire
- ☐ ACIC/NCIC Record Check
- ☐ **FORM 14** Authorization for Release of Information
- ☐ Management Information Systems (MIS) Information Form
- ☐ **OPM-023** Statement of Selective Service Form
- ☐ **FORM 3** Applicant Scoring Forms with questions & answers attached
- ☐ **FORM 5** Notice of Corrections Workplace Setting & Employment Disclaimer
- ☐ **DF&A F3-F7** DF&A Forms F-3 through F-8 Employee Disclosure/Certification Forms
Note: All applicants who are interviewed must have these forms completed as they apply to the applicant.
- ☐ Copy of : Valid Arkansas Drivers License
- ☐ Copy of: Social Security Card
- ☐ Copy of: Selected Applicant's Final College Transcript, or High School Diploma or GED
- ☐ Conditional Offer of Employment.

To expedite the hiring process, a conditional offer of employment may be made by phone or email provided the conditions are presented to the employee. (See example of the conditional offer of employment letter.) If applicant is available, **make a record of the date and time of the call or include a copy of the email.** If the applicant accepts, have them come in and sign the letter and give them their **Essential Job Functions Questionnaire** with a copy of the job description. If applicant is not available, the forms must be mailed. If applicable, the Essential Job Functions form must be taken to a physician and completed by the employee and the physician. As a reminder: the applicant cannot begin employment until the conditional offer of employment letter containing the applicant's signature has been received by HR.

- ☐ **FORM 19** Essential Job Functions Questionnaire for Residential Supervisors – to be sent with the qualified offer of employment and returned before or on the first day of employment.
- ☐ **FORM 12** Notice to Applicants for Residential Services Security Positions
- ☐ **FORM 20** Mandatory Contributions to the Retirement Plan Acknowledgment
- ☐ **OPM 236-A** Mandatory Direct Deposit Notification
- ☐ **ATTACHMENT 1 – SAMPLE LETTERS** Copy of letters sent to non-selected applicants

Selected Applicant	Position Number	Location
Hiring Official	Date	Reviewing Official
		Date

Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET
TO INTERNAL AFFAIRS
FOR ADMINISTRATIVE PERSONNEL

After completing the following for the Hiring Packet for **Administrative Personnel**, place the hire packet with this completed form as a cover, in a separate envelope marked, "Internal Affairs – Confidential," and forward to the Internal Affairs Administrator. *Note: All information forwarded to the Hiring Authority from HRS in the interview package to fill this position must be returned to HRS before the applicant can be placed on the payroll.*

One of the requirements for this position is having or obtaining a CDL and the Office of Driver Services database must be reviewed for prior positive drug and/or alcohol tests. ☐ (Yes, a CDL is required)

This position does not require a CDL. ☐ (No, a CDL is not required)

- | | | |
|--------------------------|----------------|--|
| <input type="checkbox"/> | FORM 7 | Copy of Current and/or Previous Supervisor Questionnaire |
| <input type="checkbox"/> | FORM 8 | Copy of Character Reference Questionnaire |
| <input type="checkbox"/> | | Copy of ACIC/NCIC Record Check |
| <input type="checkbox"/> | FORM 14 | Copy of Authorization for Release of Information |
| <input type="checkbox"/> | | Copy of Valid Arkansas Drivers License |
| <input type="checkbox"/> | | Copy of Selectee's Final College Transcript, or High School Diploma or GED |
| <input type="checkbox"/> | | Copy of Selectee's Application for Employment and/or resume |

Selectee

Position Number

Location

Hiring Official

Date

Reviewing Official

Date

Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET
TO INTERNAL AFFAIRS
FOR PAROLE/PROBATION OFFICERS

After completing the following for the hiring packet for Parole/Probation Officer Personnel, place the hire packet with this completed form as a cover in a separate envelope marked "Internal Affairs Confidential" and forward to the I.A. Administrator. *Note: All information forwarded to the hiring authority from HR in the interview package to fill this position must be returned to HR before the applicant can be placed on payroll.*

One of the requirements for this position is having or obtaining a CDL and the Office of Driver Services database must be reviewed for prior positive drug and/or alcohol tests. ☐ (Yes, a CDL is required)

This position does not require a CDL. ☐ (No, a CDL is not required)

- | | | |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | FORM 16 | Law Enforcement Code of Ethics |
| <input type="checkbox"/> | | Birth Certificate |
| <input type="checkbox"/> | CLEST F-2 | F-2 Medical Examination Report |
| <input type="checkbox"/> | CLEST F-2a | F-2a Medical History Questionnaire |
| <input type="checkbox"/> | CLEST F-2b | Psychological Report (the new employee may be conditionally hired and placed on payroll before the MMPI is administered and the results received. However, confirmation that the applicant has been scheduled for the MMPI must be made and the Internal Affairs Administrator notified within 14 calendar days of the employee's date of hire. Notification must include: Employee name, social security number, date of birth and the date of the appointment) Note: After completion of the Psychological Examination/ MMPI ensure the F-2b form and the Psychological Report are forwarded to the Internal Affairs Administrator for filing. |
| <input type="checkbox"/> | | Final College Transcript |
| <input type="checkbox"/> | CLEST F-1 | F-1 Initial Employment Report |
| <input type="checkbox"/> | | Copy of Valid Drivers License |
| <input type="checkbox"/> | CLEST F-3 | F-3 Personal History Statement |
| <input type="checkbox"/> | | Copy of Selectees Application for employment and/or resume |
| <input type="checkbox"/> | | Copy of ACIC/NCIC Record Check |
| <input type="checkbox"/> | FORM 8 | Copy of Character Reference Questionnaire |
| <input type="checkbox"/> | FORM 7 | Copy of Current and/or Previous Supervisor Questionnaire |
| <input type="checkbox"/> | FORM 6 | DCC Qualification Inquiry |
| <input type="checkbox"/> | FORM 14 | Copy of Authorization for Release of Information |

Selectee

Position Number

Location

Hiring Official

Date

Reviewing Official

Date

**Arkansas Department of Community Correction
HIRE PACKAGE CHECKOFF SHEET
TO INTERNAL AFFAIRS
FOR RESIDENTIAL SERVICES PERSONNEL**

After completing the following for the hiring packet for Residential Services Personnel, place the hire packet with this completed form as a cover in a separate envelope marked "Internal Affairs Confidential" and forward to the I.A. Administrator.

Note: All information forwarded to the hiring authority from HR in the interview package to fill this position must be returned to HR before the applicant can be placed on payroll.

One of the requirements for this position is having or obtaining a CDL and the Office of Driver Services database must be reviewed for prior positive drug and/or alcohol tests. ☐ (Yes, a CDL is required)

This position does not require a CDL. ☐ (No, a CDL is not required)

- | | | |
|--------------------------|----------------|--|
| <input type="checkbox"/> | FORM 7 | Copy of Current and/or Previous Supervisor Questionnaire |
| <input type="checkbox"/> | FORM 8 | Copy of Character Reference Questionnaire |
| <input type="checkbox"/> | | Copy of ACIC/NCIC Record Check |
| <input type="checkbox"/> | FORM 14 | Copy of Authorization for Release of Information |
| <input type="checkbox"/> | | Copy of Valid Arkansas Drivers License |
| <input type="checkbox"/> | | Copy of Selectee's Final College Transcript, or High School Diploma or GED |
| <input type="checkbox"/> | | Copy of Selectee's Application for Employment and/or resume |
| <input type="checkbox"/> | FORM 6 | DCC Qualification Inquiry |

Selectee

Position Number

Location

Hiring Official

Date

Reviewing Official

Date

**Arkansas Department of Community Correction
REQUEST FOR JOB VACANCY ADVERTISEMENT**

TO: DCC Human Resources Section

FROM: _____
Hiring Official/Supervisor

RE: Request for Job Vacancy Advertisement

DATE: _____

☐ First Request ☐ Re-Advertisement ☐ Advertise Internally Only

Position Title: _____ Position # _____

☐ Parole/Probation Services ☐ Residential Services ☐ Central Office

Position Vacancy Work Location: _____

Reason Position is Being Vacated: _____

Justification for filling position:

Person Leaving Position Departure
(or state "None") Date: _____

- ☐ Copy of Resignation or Termination Letter for Prior Employee
☐ The position is a treatment counseling position and the advertisement must include the notice to obtain certification language.

Requesting Supervisor's Name (Print) Supervisor's Phone

Requesting Supervisor's Signature Date

Supervisors in Community Correction Centers are to submit this form to the Unit Personnel Officer. Other supervisors may submit this form directly to the DCC Human Resources Section.

FOR HRS USE ONLY:

- ☐ Hiring Freeze Request Form (*when needed*)
☐ Job Vacancy Requisition Report (*when needed*)
☐ Internal Ad Placed ☐ External Ad Placed ☐ ESD Placed
☐ Other Action Required: _____

Arkansas Department of Community Correction
APPLICANT SCORING FORM

Interview Questions and Ratings

Interviewer: _____ Interview Date: _____

Applicant's Name: _____

Job Title: _____ Position #: _____

Before Interviewing Any Applicant: Assign a relative weight to each question. Weights assigned should reflect the relative value to the job position of Knowledge, Skills, or Ability (KSA) being assessed by the question.

Rating Responses: Rate the quality of answers according to the Interview Response Rating Scale on the reverse of this form. In the Rating Column, record the score given for each answer. Multiply the weight x the rating score, and place the answer in the Product Column.

Question Evaluation		Weight x Rating = Product				
No.	Questions	Weight		Rating		Product
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
Veterans Preference – 5% to 10% of the total possible score to the applicant's total score depending upon the HRS assessment.						
Applicant's Total Score				=		

Distribution:
ORIGINAL to HRS
COPY to Supervisor File

Arkansas Department of Community Correction		
APPLICANT SCORING FORM		
Interview Response Rating Scale		
NOTE: Interviewing officials are to use this scale to score their evaluation of the applicant's responses to the interview questions. Scores are recorded on the opposite side of this form.		
INSTRUCTIONS: Evaluate each answer using one of the following category standards: Unsatisfactory, Satisfactory, or Exceeds Standards. Within the category selected, assign the score that best represents your judgment of the applicant's degree of Knowledge, Skills, and Abilities (KSA).		
General Category of Response	Full Description of Response	Score
UNSATISFACTORY		
Little or no KSA as described in the functional job description	Unclear evidence that the applicant possesses the KSA	1
	Evidence of capacity for developing KSA exists from applicant's ability to follow discussion of the subjects.	2
SATISFACTORY		
Essential KSA as described in the functional job description	There are several indicators that the applicant possesses a minimally acceptable level of KSA.	3
	Evidence clearly indicates the applicant has the KSA at an acceptable level, with indications of some limitations.	6
	Evidence clearly indicates the applicant has the KSA to the degree required for fully satisfactory performance.	7
EXCEEDS STANDARDS		
Superior KSA standards as described in the functional job description	Evidence clearly indicates that the applicant has the requisite KSA at a higher level than is required for fully satisfactory performance.	8
	The evidence clearly supports the judgment that the applicant has more superior insight into the KSA than is required for fully satisfactory performance, as evidenced by extensive job-related experience.	9
	The evidence is clear that the applicant is superior in education, experience and understanding of the KSA with respect to that which is required for the job, as evidenced by advanced degrees in those disciplines directly related to the job classification and extensive experience in the same or very similar positions.	10

Arkansas Department of Community Correction APPLICANT RECOMMENDATION SUMMARY										Knowledge Skills Abilities (KSA) (Check Applicable block)			
Work Location: _____													
Job Title: _____ Position # _____													
Hiring Official: _____													
Applicant Names	Date Interviewed	Race	Gender	Veteran (Yes or No)	Individual Interviewers, Names ABOVE ↑, Total Scores Below ↓					Unsatisfactory	Satisfactory	Exceptional	Indicate Applicant Recommended
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Briefly state your reason for recommending the applicant: _____

DIRECTIONS: List applicant names and transfer total scores from each individual interview committee members Applicant Scoring Form, AD 10-04 Form 3. Sum the figures to determine the relative ratings of applicant interviews. Next, consider the applicant’s knowledge, skills, and abilities. (KSAs) relative to the job, based on insight gathered during the interview, application/resume information and reference checks. Use this information to check the appropriate KSAs block (unsatisfactory, satisfactory, or exceptional). Then, select the applicant who is best suited for the position and write a brief statement about your reason for recommending the applicant.

BASIS FOR HIRING DECISIONS: The initial recommendation is based on the application/resume, applicant interview score, applicant profile assessment when appropriate, reference checks, and the hiring official’s assessment of the KSAs. The final basis for selection will include background investigation, physical and psychological examinations (when appropriate) and meeting legal, budgetary and regulatory requirements. Consequently, the applicant with the highest interview score will not necessarily be the applicant hired for the position.

NOTE: Complete all blocks that apply. Race and gender are only used for statistical purposes for reporting.

DISTRIBUTION: Original: With Hire Package to HRS

Arkansas Department of Community Correction

**NOTICE OF CORRECTIONS WORKPLACE SETTING, APPLICANT/WORKER SUBSTANCE
ABUSE TESTING AND EMPLOYMENT DISCLAIMER**

(Completed by Law Enforcement Officers & Residential Services applicants)

Notice of Corrections Workplace Setting

A career in community corrections can be rewarding and challenging. It is not, however, without its risks.

Although the Department trains employees and develops plans to contend with violent offenders, situations may arise which could place you in jeopardy. You may be faced with angry or violent offenders intent on abusing you or otherwise causing you harm.

Employees who work directly with offenders must be capable of maintaining discipline while guiding an offender through a process of complying with the rules of parole, probation, or residential center restriction, and encouraging personal improvement.

Notice of Applicant/Employee Substance Abuse Testing.

The DCC is a drug-free workplace. This means you must not use illicit drugs or abuse prescription drugs. Alcohol must never be consumed during work hours. You are subject to random and reasonable suspicion substance tests. Violations may result in discipline up to and including termination of employment. For certain positions personal searches or searches of your vehicle or state property in your possession may be conducted

Employment Disclaimer

I understand that nothing contained in Department of Community Correction (DCC) policies, handbooks, applications or any other documents or the granting of an interview or the placement in a probationary status or any other administrative act creates a contract between the DCC and myself, for either employment or the provision of any benefits

I also understand that no supervisor or any other DCC employee has authority to enter into any agreement for employment for any specified period of time. In addition to my understanding that the DCC does not guarantee continued employment, I further understand that my employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the DCC or myself pursuant to the at-will employment doctrine.

STATEMENT

SIGNED AT THE TIME OF INTERVIEW

I have read and understand the above information.

Applicant/ New Employee Name (Print)

Date

Supervisor's Name (Print)

Applicant/ New Employee Signature

Date

Supervisor's Signature

Arkansas Department of Community Correction
QUALIFICATION INQUIRY
(Completed by Law Enforcement Officer Applicants/Employees)

Within ten (10) working days of receipt (or as otherwise specified), you are required to complete this Qualification Inquiry and provide it to your immediate supervisor. In completing this form, you are advised of the following:

The purpose of this information is to assist in determining whether personnel reassignments and/or administrative actions are warranted.

You have a duty to complete this form. Agency disciplinary actions, including dismissal, may be undertaken if you refuse to answer, or if you fail to reply fully and truthfully.

Neither your answers nor any information or evidence gained by reason of your answers can be used against you in a criminal prosecution for a violation of Title 18, U.S. Code Section 922(g)(9). However, the answers you furnish and any information or evidence resulting there from may be used against you in a prosecution for knowingly and willfully providing false statements or information.

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of the statute [18 U.S.C. Sec. 922(g)]? The term, "*misdemeanor crime of violence*," means an offense that:

- (a) is a misdemeanor under federal or state law; and,
- (b) has as an element, the use of physical force, or the threatened use of a deadly weapon committed on a current or former spouse, parent, or guardian of the victim, on a person with whom the victim shares a child in common, on a person who is cohabiting with or has resided in cohabitation with the victim as a spouse, parent, or guardian, or on a person similarly situated to as a spouse, parent, or guardian of the victim.

<input type="checkbox"/> YES		
	Initials	Date
<input type="checkbox"/> NO		
	Initials	Date

2. If you answered **YES** provide the following information with respect to the conviction:

Court/Jurisdiction: _____

Docket/Case Number: _____

Status/Charge: _____

Date Sentenced: _____

Obtain a certified copy of judgments and offense reports within 15 days and submit them to hiring official.

I hereby certify that, to the best of my knowledge and belief, the information provided is true, complete, correct and made in good faith. I understand that false or fraudulent information provided herein may be grounds for adverse action, including removal, and is also punishable pursuant to federal law, including 18 U.S.C. Sec. 1001.

Applicant's Printed Name	Date	Applicant's Signature

Arkansas Department of Community Correction
CURRENT AND/OR PREVIOUS SUPERVISOR QUESTIONNAIRE

REFERENCE CHECK: _____ Date/Time of Call: _____

NOTE: It may make the conversation easier if the words "reference check" are not used.

Applicant's Name (Print)

Name of Reference

Job Title of Reference

Employer

Employer Telephone Number

Name of Person Talked With

NOTE: AR Code Ann § 11-3-204, provides current and former business employers with protection for providing job information about current or former employees to prospective employers. On request, the current or former employer may be provided a signed copy of the Authorization for Release of Information form.

Hello, my name is _____ and I am calling from the Arkansas Department of Community Correction. We recently interviewed _____ for a _____ position, and he/she identified you as a former supervisor/supervisor. I would like to _____ verify some information with you if I may.

1. We understand that he/she was employed with you from _____ to _____ is that correct?

2. What were his/her major responsibilities on that job? _____

3. We understand that he/she was earning \$ _____ per _____
Is that correct? ☐ YES ☐ NO

4. How would you describe his/her performance? _____

5. What were his/her greatest strengths? _____

Weaknesses? _____

6. Was the attendance of this individual ever a problem? _____

7. What were the results of any drug or alcohol tests administered during the past year (within 1 year prior to the inquiry)? Test Results: _____

8. Did he/she ever use or threaten: use of violence, harassing acts, threatening behavior, related to the workplace or directed toward another employee? ☐ YES ☐ NO

9. Was he/she voluntarily or involuntarily separated from employment with your agency/company? ☐ VOLUNTARILY ☐ INVOLUNTARILY

10. What was the reason for the separation? _____

11. Would you rehire him/her for a vacancy requiring his/her qualifications? ☐ YES ☐ NO

12. Would you recommend him/her for employment with us at (agency name): ☐ YES ☐ NO

At the option of the Hiring official:

Would you provide me with a copy of his/her last written performance evaluation? ☐ YES ☐ NO

**Arkansas Department of Community Correction
CHARACTER REFERENCE QUESTIONNAIRE**

In reference to the character of: _____

Applicant

Date/Time of Call: _____ Number Called: _____

Name of Reference Title of Reference Person Talked With

Hello, my name is _____ I am calling from the Arkansas Department of Community

Correction. We recently interviewed

Applicant's Name

for the position of _____ This person gave your name as a reference.

I would like to ask you a few questions.

1. How long have you known this person? _____

2. In what capacity have you known this person?

3. Do you recommend this person for a position of trust and confidence with the DCC? ☐ YES ☐ NO

4. What can you tell me about this person's ability to work with people and exert a positive influence on them?

5. ***Ask this question when appropriate.*** Individuals in this position must have patience, commitment, and the ability to be firm, fair, and consistent with others. How would you describe this person's behavior in terms of these abilities?

6. A desire to help others is important in this position. Are you aware of instances where this person has or has not demonstrated a desire to help others?

Arkansas Department of Community Correction
NOTICE TO APPLICANTS FOR PAROLE/PROBATION OFFICER POSITIONS

As a law enforcement agency in the criminal justice field, the reputation and effective functioning of the Department of Community Correction is significantly influenced by public belief in the integrity of its employees. This is especially true of those employees who are law enforcement officers. To assure the selection of applicants who meet high standards, several actions are taken during the preliminary employment phases. All applicants who are offered a “conditional offer of employment” must pass a physical exam, psychological evaluation, background investigation (including fingerprints), and a criminal history check. Although the supervisor/interview committee recommendation to hire weighs heavily in the selection of applicants, employment is contingent on approval by the hiring official.

After beginning work, employees in Parole/Probation Officer positions are required to attend and satisfactorily complete orientation and a basic training course. Furthermore, they must qualify with their assigned firearm and continue to re-qualify as required by the DCC Administrative Directive on Weapons and Security Equipment. Training may also include other weapons and security equipment.

There is a one-year probationary period for Parole/Probation Officers, even if the employee is being rehired or promoted to the PPO position. Completion of this one-year probationary period does not affect the “at-will” employment status of any employee or create or constitute a contract for employment. The grievance process is not available to an employee on new hire probation.

STATEMENT (Signed at the time an applicant accepts conditional employment):

I have read and understand the contents of this document.

Applicant/New Employee Printed Name

Date: Month/Day/Year

Supervisor's Printed Name

Applicant/New Employee Signature

Date: Month/Day/Year

Supervisor's Signature

Arkansas Department of Community Correction
NOTICE TO APPLICANT FOR RESIDENTIAL SUPERVISORS POSITIONS

As a Law Enforcement/Criminal Justice Agency, the reputation and effective functioning of the Department of Community Correction is significantly influenced by the public belief in the integrity of its employees.

This is especially true of those employees who are Residential Supervisors. To assure the selection of applicants who meet high standards, several actions are taken during the preliminary employment phases. All applicants who are offered a "conditional offer of employment" must pass a background check to include a check by the Arkansas State Police and FBI based on fingerprints, and a check of the Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC) computer systems. Although the supervisor/interview committee recommendation to hire weighs heavily in the selection of applicants, employment is contingent on approval by the hiring official.

After beginning work, Residential Supervisors and most other CCC employees are required to attend and satisfactorily complete orientation and a training course. They may be trained to use some weapons and security equipment and may be required to qualify and continue to re-qualify with firearms. Training may require exposure to Oleoresin Capsicum (OC) pepper foam.

For new employees, there is a one-year probationary period, even when being transferred from another State agency. Completion of this one-year probationary period does not affect the "at-will" employment status of any employee or create or constitute a contract for employment. The grievance process is not available to an employee on new hire probation. Rehires, promotions and internal transfers serve a six month probationary period.

STATEMENT (Signed at the time an applicant accepts conditional employment):

Do you object to wearing a uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you object to working nights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you object to working shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I have read and understand the contents of this document.

Signature of New Employee

Date

Supervisor's Signature

Print Name of New Employee

Date

Print Supervisor's Name

Arkansas Department of Community Correction
COMPENSATORY TIME-OFF AGREEMENT

In accordance with the Fair Labor Standards Act (FLSA), the Department of Community Correction has a policy of granting employees compensatory time off in lieu of overtime pay for hours worked in excess of 40 hours per week for non-exempt employees, and 86 hours per work period schedule for 7-K law enforcement employees. The Administrative Directive entitled, Employee Work Schedules and Compensation, provides the details of agency policy.

Your job is (check one) ☐ C3 Exempt ☐ C3 Non-Exempt ☐ 7-K Law Enforcement.

Exempt employees are not eligible to earn compensatory time or overtime pay. Compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week for non-exempt employees and 86 hours per work schedule for 7-K law enforcement employees. All hours worked greater than 80 but less than 86 in a work period by law enforcement employees will be paid with compensatory leave granted on an hour for hour basis. Compensatory time may be limited, preserved, used or paid consistent with the provisions of the above policy and applicable law and regulations of the U.S. Department of Labor.

Acceptance of Compensatory Time-Off Agreement

I have been provided access to the DCC Administrative Directive entitled, Employee Work Schedules and Compensation and my job category has been identified to me. I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

I have read and understand the contents of this document.

Print Name of Employee

Date

Signature of Employee

Arkansas Department of Community Correction
AUTHORIZATION FOR RELEASE OF INFORMATION

Last Name (Print)	First	Middle	Maiden/Other	
Address Street	Address	City	State	Zip
Date of Birth (Month/Day/Year)	Place of Birth		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Driver's License Number	State of Issue		Social Security Number	

I hereby give consent to past and present employers/supervisors to provide information with regard to my employment and further authorize any investigator or other duly accredited representative of the Arkansas Department of Community Correction (DCC) to obtain information through a background investigation regarding my qualifications, experience, and activities, by contacting employers, individuals, schools, residential management agents, criminal justice agencies, or other sources of information.

If I am an applicant for a position requiring a Commercial Drivers License (CDL), I hereby authorize a representative of the DCC to contact the Arkansas Office of Driver Services and request any necessary information from the Commercial Driver Alcohol and Drug Testing Database. I also understand that as an employee with a CDL, all positive drug and/or alcohol tests performed by DCC will be reported to the Office of Driver Services.

The information may include, but is not limited to, my academic, residential, performance, attendance, or disciplinary record; whether or not I was voluntarily or involuntarily separated; and my employment, wage, drug/alcohol test history (administered within one year of the date of this authorization) or criminal record information. Employers and other sources may also address any threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator or other duly accredited representative of the DCC, regardless of any previous agreement to the contrary. Further, I hereby release from liability and hold harmless all persons, organizations or entities supplying information to the DCC or its representatives. I understand that the information released by records custodians and sources of information is for official use by the DCC and that it may only be disclosed by the DCC as authorized by law.

I further acknowledge that, should I be hired by DCC, my personnel files may be subject to review by representatives of the American Correctional Association (ACA) for purpose of accreditation. ACA is an independent organization that establishes performance and outcome standards for correctional operations; upon inspection, ACA grants accreditation when standards are met. Such reviews are for assessing the completeness and correctness of the files, and shall not result in the copying or removal of any record by the ACA. I authorize the custodian(s) of DCC personnel records to release such information to ACA representatives. Further, I hereby release from liability and hold harmless the DCC and its employees supplying information to ACA auditors consistent with the purpose of this release authorization.

Copies of this authorization that show my signature are as valid as the original release signed by me.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="border-top: 1px solid black; width: 100%;"></div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; width: 100%;"></div>
Signature	Date

**Arkansas Department of Community Correction
REQUEST FOR LATERAL TRANSFER**

EMPLOYEE REQUEST

I am hereby requesting a lateral transfer to the position of _____

Position No

Grade

Location

My current position is:

Position No

Grade

Location

I hereby declare that I ☐ AM NOT ☐ AM on disciplinary or performance probation.

Enclosed with my request are the properly completed Employee Disclosure & Certification Forms (DF&A F-3 through F-8).

Employee Name (Print)

Date

Employee Signature

HUMAN RESOURCES SECTION

- ☐ Request is NOT in compliance with policy requirements and is returned to the requesting employee.
- ☐ Request is in compliance with policy requirements and will be forwarded to the supervisor or hiring authority after the 5 day transfer period.

Human Resources Section (Print)

Date

Human Resources Section Signature

HIRING OFFICIAL

The gaining supervisor or hiring official will receive the Request for Lateral Transfer from HRS after the 5 day period. All approved applicants for lateral transfer should be interviewed.

I hereby ☐ DO ☐ DO NOT agree to accept this employee.

If approved, hiring officials recommended _____ (normally the beginning of a pay period but at starting date: _____ the end of the 10 day advertisement period).

Comments Regarding Hiring Decision:

Supervisor Name (Print)

Date

Supervisor Signature

REVIEWING OFFICIAL

The reviewing official will review the request with the hiring official and approve or disapprove the request.

I hereby ☐ DO ☐ DO NOT approve the above request.

Comments: _____

Reviewing Official Name (Print)

Date

Reviewing Official Signature

Arkansas Department of Community Correction
LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality and justice.

I Will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; be constantly mindful of the welfare of others, and honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I Will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I Recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Employee Name (Print)

Date

Employee Signature

Witness Signature

Arkansas Department of Community Correction
ESSENTIAL JOB FUNCTION QUESTIONNAIRE
PAROLE/PROBATION AND RESIDENTIAL SERVICES ADMINISTRATIVE POSITIONS

Please complete this questionnaire for assessment purposes. Read the following essential job functions and indicate "Yes," "Yes With Accommodation" or "No" as to whether you have the ability to perform each of them.

If your answer is "Yes With Accommodation" to any of the questions below, please provide a detailed explanation as to the accommodation you are requesting and attach it to this document. If necessary, be prepared to demonstrate how you can or will perform any or all of the job functions. A physician must certify that you are able to perform the essential functions of this job.

Providing false or incomplete information may cause you to be ineligible for employment or your employment may be ended. The remaining criteria that must be met before being employed in this position include, but are not limited to satisfactory results from a background investigation, ACIC/NCIC inquiry and driver record check.

Do you have the ability to perform the following essential job functions?

Yes	Yes With Accommodation	No	Please Check One For Each Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly, accurately & effectively receive & relay communication orally, face-to-face, via telephone, electronically (e-mail) or in writing with the public, offenders, & in a variety of settings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurately record & communicate observations and conversations of others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legally drive a vehicle & maintain a valid AR driver's license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read & comprehend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct others as instructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completely follow directions & instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work late hours as requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend & stoop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successfully complete required training

I hereby certify that I have read & have truthfully answered the above questions.

_____ Applicant's Name (Print)	_____ Date	_____ Applicant's Signature
-----------------------------------	---------------	--------------------------------

I have reviewed this List of Essential Job Functions with the individual named above and following my physical examination certify that he/she is able to perform them ☐ without accommodation, or ☐ with accommodation as follows:

_____ Physician's Signature	_____ Date	_____ Physician's Printed Name
--------------------------------	---------------	-----------------------------------

Arkansas Department of Community Correction
ESSENTIAL JOB FUNCTION QUESTIONNAIRE
T062 and T034 Parole & Probation Officer I & II
T002 Parole/Probation Assistant Manager

Please complete this questionnaire for assessment purposes. Read the following essential job functions and indicate "Yes," "Yes With Accommodation" or "No," as to whether you have the ability to perform each of them.

If your answer is "Yes With Accommodation" to any of the questions below, please provide a detailed explanation as to the accommodation you are requesting and attach it to this document. If necessary, be prepared to demonstrate how you can or will perform any or all of the job functions. Providing false or incomplete information may cause you to be ineligible for employment or your employment may be ended.

Do you have the ability to perform the following essential job functions?

Yes	Yes With Accommodation	No	Please Check One For Each Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly and accurately communicate orally, face-to-face, on telephone, and in writing, with the public, offenders, and in legal settings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurately record & communicate observations and conversations of others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legally drive a vehicle & maintain a valid AR driver's license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read & comprehend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successfully complete required training <i>(including, but not limited to, participation in self-defense tactics with the ability to bend back, knees, block, hand strike, kick, perform warm-up exercises and takedowns, receive and apply pressure point maneuvers, fire, quality and maintain qualification with a handgun, be sprayed with a chemical agent)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Think and act rationally under stress and in undesirable situations and environments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use verbal force
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use physical force sufficiently to restrain; encounter life-threatening situations and use force safely and appropriately for self-protection and to protect other officers and citizens; when necessary, while performing the duties of the job.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct search and seizure procedures of an offender and his/her residence to include locating and identifying evidence, detecting threats to the safety of officers or others, directing others who may be participating in or who are the subject of the search, exerting physical effort in instances where the objectives of the search may be concealed and large in nature, and conducting frisks, searches, subduing, placing offenders in handcuffs and other restraints.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effect an arrest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervise offenders, identify problems and offer reasonable solutions, calm irate offenders, conduct investigations and interviews, investigate home and employment, violations, criminal behavior, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safely transport prisoners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carry and use a chemical agent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow directions and instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perform periodic on-call duty.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire and qualify on an approved firearm.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct pat searches and detect objects by touch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perform manual dexterity and hand-eye coordination to operate restraint devices, computer equipment, and/or other office equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to establish and maintain current eOMIS client records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtain ACIC/NCIC Level 1 and Level 2 certification.

I hereby certify that I have read & have truthfully answered the above questions.

Applicant's Printed Name

Date

Applicant's Signature

(Rev 9/2/10) AD 10-04 Form 18

**Arkansas Department of Community Correction
ESSENTIAL JOB FUNCTION QUESTIONNAIRE**

T003 RESIDENTIAL SUPERVISOR I (COI)

T005 RESIDENTIAL SUPERVISOR II (CO II)

Please complete this questionnaire. Read the essential job functions and indicate "Yes," "Yes With Accommodation" or "No" as to whether you have the ability to perform each of them.

If your answer is "Yes With Accommodation" to any of the questions below, please provide a detailed explanation as to the accommodation you are requesting and attach it to this document. If necessary, be prepared to demonstrate how you can or will perform any or all of the job functions. Providing false or incomplete information may serve as grounds to declare you ineligible for employment and for dismissal.

Do you have the ability to perform the following essential job functions?

YES	Yes With Accommodation	NO	
			PLEASE CHECK ONE FOR EACH QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervise residential activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stand for prolonged periods of time, possibly for several hours at a time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb using hands, feet, and legs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walk for extended periods of time on hard, sometimes uneven surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbally communicate directions and information face-to-face or electronically, and counsel as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visually observe and report the actions of others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdue or assist in subduing problem residents and place them in handcuffs and/or restraints.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate work performance of residents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use chemical agents appropriately.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legally drive a vehicle and maintain a valid Arkansas driver's license.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish and maintain regular contact with law enforcement agencies and visitors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare and present written reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Write clear and accurate accounts of incidents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learn and be prepared to perform CPR and First Responder first aid functions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listen to and report the conversations and actions of others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protect oneself and others from attack by residents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate hostile situations and take quick, decisive action.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sit for an extended period of time while transporting residents and performing administrative duties.

Arkansas Department of Community Correction
ESSENTIAL JOB FUNCTION QUESTIONNAIRE/RESIDENTIAL SUPERVISORS Continued

YES	Yes With Accommodation	NO	PLEASE CHECK ONE FOR EACH QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift 40 pounds or more.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observe and supervise male and/or female staff and residents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct resident counts for population accountability.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Run short distances to respond to emergency situations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend, reach, and stoop. Work various shifts and times.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct pat searches, strip searches, and area searches, and detect objects by sight and touch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work in all types of weather.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perform manual dexterity and hand/eye coordination to operate locks with keys.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Investigate incidents and complaints, and recommend actions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtain certification in ACIC/NCIC Level 1 & Level 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to obtain a Commercial Driver's License (CDL) for transporting residents to specified destinations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain a satisfactory score annually on the Skills Qualification Test (SQL)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support the Modified Therapeutic Community concept, both verbally and in action, when dealing with (or as it pertains to) any and all residents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow guidelines and staff competencies as set forth by the DCC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successfully complete the DCC training program for security officers, including but not limited to participation in self-defense tactics, with the ability to bend and/or stretch the back, knees, shoulders, arms, hamstrings, calves, wrists, ankles; perform warm-up exercises, take-downs, receive and apply pressure point maneuvers, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successfully complete other required training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The ability to work all shifts.

I hereby certify that I have read and have truthfully answered the above questions.

Applicant Name (Print)	Date	Applicant Signature
------------------------	------	---------------------

I have reviewed this List of Essential Job Functions with the above individual and following my physical examination have determined that she/he is able to perform the essential functions of the above-stated job ☐ without accommodation, or ☐ with accommodation as follows:

Physician Name (Print)	Date	Physician Signature
------------------------	------	---------------------



*"Service with Excellence
& Integrity"*

Arkansas Department of Community Correction

Human Resources

**Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9560 Fax: (501) 682-9590**

Mandatory Contributions to the Retirement Plan Acknowledgement

In accordance with Act 2084 of 2005, I understand that it is mandatory for all new hires and rehires hired on or after July 1, 2005 to make contribution to the Arkansas Public Employees Retirement Plan. I understand that members participating in the contributory program contribute 5% of their annual compensation, pre-tax (taxes are deferred). I further understand if I am not willing to participate in this program, I cannot be hired by the Department of Community Correction or any other agency participating in the Arkansas Public Employee Retirement Plan.

Printed Name

Date

Signature

**Arkansas Department of Community Correction
ESSENTIAL JOB FUNCTIONS QUESTIONNAIRE
CENTRAL OFFICE**

For DCC to make an accurate assessment of your abilities, you must read and complete this form, indicating “Yes”, “Yes, With Accommodation” or “No” as to whether you have the ability to perform each job function

If your answer is “Yes, With Accommodation” to any of the questions below, please provide a detailed explanation as to the accommodation you are requesting and attach it to this document.

Providing false or incomplete information will be sufficient grounds to declare you ineligible for employment or dismissal. The remaining criteria that must be met include but are not limited to your declaration of your ability to perform the essential job functions of this position; a favorable background investigation, and a favorable result of a drug test.

Do you have the ability to perform the following essential job functions?

Yes	Yes/With Accommodation	No	Please Check One For Each Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly, accurately and effectively receive and relay communication orally, face-to-face, via telephone, electronically (e-mail) or in writing with the public, offenders, and in a variety of settings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurately record and communicate observations and conversations of others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legally drive a vehicle and maintain a valid AR driver's license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read and comprehend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct others as instructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completely follow directions & instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend and stoop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successfully complete required training

I hereby certify that I have read and have truthfully answered the above questions.

Applicant's Name (Print)

Date

Applicant's Signature